

**Title:** Uniform Dress Code

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**Purpose:**

To establish for all department personnel a uniformed dress code to adhere to while on-duty, and when conducting all other official department business.

**Scope:**

The intent of this guideline is to outline the appropriate uniform and grooming requirements for all personnel. All department supervisory personnel are responsible for the enforcement of these guidelines. Questions regarding the application of any guideline to a particular situation should be directed to the Fire Chief, or his designee.

**General:**

The following lists of approved, department issued uniforms are designed to make all employees of the department look professional in the public eye. Uniforms and equipment, which are assigned to department personnel, are intended to be safe and functional, and present a professional appearance as well.

**I. Uniform Classifications:**

Class "A" Formal Dress Uniform

- A. The department Class "A" uniform represents the highest traditions of the fire service. All aspects of the uniform are to be worn with pride, and represent the highest degree of professionalism. The Class "A" uniform must be properly fitted and is to be worn at ceremonial occasions and other events designated by the Fire Chief, or his designee. Grooming is a vital part of presenting a professional appearance and should be considered when the Class "A" uniform is required.
1. Dress long-sleeve shirt with all assigned insignia / White or Blue
    - a. Plain White t-shirt may be worn under the dress shirt
  2. Dress coat with all assigned insignia / Navy Blue
  3. Dress pant / Navy Blue

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4. Dress belt / Black with Silver or Gold buckle
5. Dress tie / Black clip-on (or hand-tied)
6. Dress lace-up shoes / Black
7. Dress hat with all assigned insignia / Black

#### Class “B” Dress Uniform

- A. The Class “B” uniform should be used for presentations where a formal uniform is warranted, but not to the extent of Class “A”. In addition, the Class “B” uniform is considered the regular daily uniform for the Administrative Division, and the highest-ranking officer working in the Operations Division at Company 1 during regular business hours. An individual may choose to wear the Class “B” uniform as their daily duty uniform; however, the Officer in Charge may require that all members of a crew be dressed in similar class uniform for a particular program or activity.
- B. The options available for Class “B” uniforms include those items listed in this section. When wearing Class “B” uniforms; long sleeve shirts shall be worn from November 1<sup>st</sup> through March 31<sup>st</sup> and short sleeve shirts will be worn from April 1<sup>st</sup> through October 31<sup>st</sup>. The use of the dress tie is optional for Class “B” uniforms, unless otherwise directed by the Fire Chief, or his designee.
  1. Dress short or long-sleeve shirt with all assigned insignia / White or Blue
    - a. Plain White t-shirt may be worn under the dress shirt
  2. Dress pant / Navy Blue (or) Station work pant / Navy Blue
  3. Dress belt / Black with Silver or Gold buckle (or) Station work belt / Black
  4. Dress tie / Black clip-on (or hand-tied)
  5. Dress lace-up shoes / Black (or) Station work shoe or boot
  6. Station work cold weather coat, as needed

**Pre-approval of all footwear other than that purchased by the department is required. Approval must be received from the Fire Chief, or his designee.**

**NOTE:** Personnel wearing Class “B” uniforms should not mismatch Dress uniform items with Station uniform items. For example, if wearing Station work pants, personnel should also wear Station work belt and Station work shoes or boots.

#### Class “C” Daily Station Work Uniform

- A. The Class “C” uniform is considered the regular duty work uniform for Operations Division personnel and the highest-ranking officer working in the Operations Division at Company 1 after regular business hours. Personnel in the performance of duties

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including routine station activities, company fire inspections, in-service training and limited emergency response activity, and selected special details may utilize the Class “C” uniform.

- B. All personnel shall remain in a minimum of a Class “C” uniform during all duty hours unless otherwise indicated in this guideline.
  - 1. Station work t-shirt / Gray or Navy Blue
  - 2. Station work pant / Navy Blue
  - 3. Station work belt / Black
  - 4. Station work shoe or boot
  - 5. Station work hat (optional)
  - 6. Station work cold weather coat and/or job-shirt, as needed

**Pre-approval of all footwear other than that purchased by the department is required. Approval must be received from the Fire Chief, or his designee.**

**SAFETY NOTICE:** The wearing of polyester or polyester blend thermal underwear, such as Under Armor, is prohibited for all personnel that may be involved in firefighting operations. Examples of these situations include structure fires, vehicle fires, wild land fires and hazardous materials scenes.

#### Class “D” Uniform – Physical Fitness -Training Exercises

- A. The Class “D” uniform is designed for use during physical fitness activities and special training programs. It will remain the option of the lead-instructor as to the dress required for any training exercise.
- B. In addition, the Class “D” uniform should not be used when personnel are in constant public view, such as responding on calls for service, or in public areas of stations. Structural firefighter personal protective equipment (PPE), wild land PPE and department issued coverall may be worn, as needed.

**SAFETY NOTICE:** If the Class “D” uniform is being worn, structural firefighter PPE or wild land PPE pants should be worn during situations where the potential of contamination or injury is high. Examples include all scenes where structure firefighting clothing is required, treatment of trauma patients, vehicle extrications and hazardous materials scenes.

- 1. Station work t-shirt / Gray or Navy Blue
- 2. Uniform gym short or sweat pant / Navy Blue
- 3. White socks – employee supplied

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4. Athletic shoes – employee supplied

### Fire Marshal BDU Uniform

- A. The Fire Marshal BDU uniform is considered the regular duty work uniform for 'uniformed personnel' working within the Inspections & Code Enforcement Division. Only department personnel with law enforcement powers may utilize this uniform.
- B. The options available for Fire Marshal BDU uniforms include those items listed in this section. When wearing Fire Marshal BDU uniforms; long sleeve shirts shall be worn from November 1<sup>st</sup> through March 31<sup>st</sup> and short sleeve shirts will be worn from April 1<sup>st</sup> through October 31<sup>st</sup>.
  1. BDU short or long-sleeve shirt with all assigned insignia / Black
    - a. Plain White or Black t-shirt may be worn under the BDU shirt
  2. BDU pant / Black
  3. Duty and gun belts / Black
  4. Station work shoe or boot
  5. BDU hat (optional)
  6. BDU coat / Black, as needed

**Pre-approval of all footwear other than that purchased by the department is required. Approval must be received from the Fire Chief, or his designee.**

## **II. Uniforms Issued by Rank / Assignment:**

### Chief and Company Officers

1. Dress long and short-sleeve shirt / White
2. Dress coat / Navy Blue with one Gold Strip per bugle in rank on both sleeves and Gold buttons
3. Dress pant / Navy Blue
4. Dress belt / Black with Gold buckle
5. Dress tie / Black clip-on (or hand-tied)
6. Dress lace-up shoes / Black
7. Dress hat / Black with Gold band
8. Station work t-shirt / Gray for Chief Officers (or) Navy Blue for Company Officers
9. Station work pant / Navy Blue

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10. Station work belt / Black
11. Station work shoe or boot
12. Station work hat (optional)
13. Station work cold weather coat
14. Station job-shirt
15. Uniform gym short / Navy Blue
16. Uniform sweat pant / Navy Blue

#### Operations Division Firefighters

1. Dress long and short-sleeve shirt / Blue
2. Dress coat / Navy Blue with Silver buttons
3. Dress pant / Navy Blue
4. Dress belt / Black with Silver buckle
5. Dress tie / Black clip-on (or hand-tied)
6. Dress lace-up shoes / Black
7. Dress hat / Black
8. Station work t-shirt / Navy Blue
9. Station work pant / Navy Blue
10. Station work belt / Black
11. Station work shoe or boot
12. Station work hat (optional)
13. Station work cold weather coat
14. Station job-shirt
15. Uniform gym short / Navy Blue
16. Uniform sweat pant / Navy Blue

#### Fire Marshal, Deputy Fire Marshal

1. BDU long and short-sleeve shirt / Black
2. BDU pant / Black
3. Duty and gun belts / Black
4. Station work shoe or boot

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5. BDU hat
6. BDU coat / Black,

#### III. Insignia:

- A. The department will issue all badges, collar brass, nametags, commendation bars and medals, and those will be the only types allowed on department uniforms. Anyone wishing to wear additional pins, etc. on their uniform must receive verbal permission from the Fire Chief, or his designee.
  1. Correct Class “A” & “B” uniform shirt insignia locations:
    - a. The top of the nametag shall be centered approximately 1/8” below the top stitching of the right pocket.
    - b. The assigned badge shall be placed on the left side of the shirt, above the pocket where indicated by the cut outs on the shirt.
  2. Correct Class “A” & “B” uniform shirt collar insignia locations:
    - a. Collar insignia shall be placed with the designated center-line pointed in a downward position toward the point of the collar.
    - b. The insignia shall be approximately 1/2” from either side of the collar, approximately 1” from the bottom point of collar.
  3. Commendation Bars:
    - a. Department personnel will wear all commendation bars, to which they are entitled, on their Class “A” uniform jacket.
    - b. Commendation bar slide holders will be centered on the stitch seam directly above the top stitching of the right pocket of the Class “A” uniform jacket.
    - c. Commendation bars will be worn in commercially made commendation bar slide holders designed to hold the needed number of commendation bars and pinned to the Class “A” uniform jacket.
    - d. The order of arrangement of commendation bars shall be right to left as follows:
      - 1) Medal of Valor
      - 2) Medal of Honor
      - 3) Chief's Medal
      - 4) Medal of Merit
      - 5) Lifesaving Medal

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- 6) Unit Citation
- 7) Community Service
- 8) Education (highest degree to lowest)
- 9) NFA Executive Fire Officer Program
- 10) Virginia Fire Officer's Academy
- 11) Honor Guard

#### **4. Medals:**

- a. Department personnel may wear one medal, of each type they are entitled, on their Class "A" uniform jacket.
- b. Medals will be centered on the stitch seam directly centered approximately 1/8" below the top stitching of the left pocket of the Class "A" uniform jacket.
- c. Medals are normally worn in rows of three. Spacing between each medal within a row will be 1/8". When more than one row of medals is worn, all rows except the lowermost will contain the same number of medals. Each parallel row of medals will be centered below the row above, spaced 1" apart.
- d. The order of arrangement of medals shall be right to left as follows:
  - 1) Medal of Valor
  - 2) Medal of Honor
  - 3) Chief's Medal
  - 4) Medal of Merit
  - 5) Lifesaving Medal
  - 6) Community Service Medal

#### **IV. Uniform Requirements for Department Sponsored Activities:**

- A. Individuals participating in activities conducted by the Department are required to be in a minimum of Class "C" uniform as prescribed in this guideline. The Fire Chief, or his designee, may decide that on specific occasions, the department uniform is not required and that civilian attire is acceptable for specific events.

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### **V. Minimum Clothing Requirements:**

- A. While on-duty, the minimum acceptable attire at all times will be the Class “D” uniform including:
  - 1. Underwear
  - 2. Department issued t-shirt
  - 3. Department issued gym shorts
  - 4. White socks and athletic shoes – employee supplied

### **VI. Physical Fitness Clothing:**

- A. Department personnel participating in physical fitness training while on-duty shall wear a minimum of the Class “D” uniform. Exceptions to this will be given at the Assistant Chief’s (or in their absence the highest-ranking shift officer’s) discretion.
- B. All personnel, while riding on any apparatus, will be safely and properly attired in either Class “C” uniform or Class “D” uniform with structural firefighter PPE or wild land PPE pants to include department issued shoes or boots.

### **VII. Jewelry:**

- A. In the interest of personnel safety, all personnel are encouraged to refrain from wearing jewelry while on-duty. Any jewelry normally worn above the neck is prohibited (i.e., earrings, ear bands, clips, hairpins, etc.)
- B. Necklaces or chains worn about the neck are permitted as long as they are of such design that under no circumstances will they extend out of the clothing.

### **VIII. Hair Guidelines for all Male Personnel:**

- A. Hair shall be worn to the general shape of the head and may be worn to the top of but not to extend beyond the top of the collar.
- B. Sideburns shall be closely trimmed and not extend below the bottom of the lobe of the ear.
- C. Mustaches shall be neatly trimmed and not extend beyond the corners of the mouth, nor drop below the corners of the mouth.
- D. Any other facial hair besides mustaches will not be permitted.



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#### **IX. Hair Guidelines for all Female Personnel:**

- A. Hair shall be worn to a maximum length that does not extend below the shoulder under any condition. The style of grooming will present a neat appearance and will not interfere with the proper wearing of regulation headgear nor impede the donning / utilization of any equipment, and or accomplishing any function that a firefighter may be required to perform.
- B. Hair ornaments such as ribbons shall not be worn. Hair bands may be worn as long as they do not contain any metal, and are black or dark blue in color.

#### **X. Tattoo & Piercing Guidelines**

- A. The department does not prohibit personnel from having tattoos and/or body modifications, such as piercings; however tattoos shall not be visible while wearing Class "A", "B" or "C" uniforms and body modification jewelry, such as piercings, shall not be worn while on duty.
- B. In addition, any offensive, vulgar or obscene tattoos shall be covered at all times regardless of the class of uniform worn. Personnel are encouraged to consider their professional appearance when considering the location and image of any tattoo.